

How to Send Emails Using BCC in Gmail

Step 1: Open Gmail and Compose

- Go to gmail.com and click **Compose** in the top left corner.

Step 2: Show the BCC Field

- In the new message window, click **BCC** on the right side of the **To:** field.
- The **BCC:** field will appear below the **To:** field.

Step 3: Add Recipients

- Paste or type the email addresses from your database into the **BCC** field.
- Separate each email with a comma ,.
- You can put your own email in the **To:** field or leave it blank.

Step 4: Write Your Subject and Message

- Enter your email subject in the **Subject** line.
- Write your message in the main body area.
- Alternatively, you can paste one of our handy premade templates

How to Insert Images INTO the Email Body (Not as Attachments) in Gmail

1. Place the cursor where you want the image inside your email text.
2. Click the Insert Photo icon (a small mountain and sun) at the bottom toolbar.
3. Upload the image from your computer or drag and drop it into the box.
4. Select Inline to place the image inside the email body.
5. The image will appear exactly where your cursor was.

How to Add Attachments in Gmail

1. Click the Attach files icon (paperclip) at the bottom of the compose window.
2. Select the file(s) you want to send from your computer.
3. The attachment(s) will appear below the subject line.

How to Send Emails Using BCC in Outlook (Desktop)

Step 1: Open Outlook and Start a New Email

- Open your Outlook app and click **New Email**.

Step 2: Show the BCC Field

- In the new email window, click the **Options** tab at the top.
- Click **BCC** to display the BCC field below the **To:** field.

Step 3: Add Recipients

- In the **BCC:** field, paste or type the email addresses from your database.
- Separate each email with a semicolon ;.
- You can put your own email in the **To:** field if you want or leave it blank.

Step 4: Write Your Subject and Message

- Add a subject in the **Subject** line.
- Write your email message in the main body area.
- Alternatively, you can paste one of our handy premade templates.

How to Insert Images INTO the Email Body in Outlook

1. Place your cursor where you want the image inside the email.
2. Click the **Insert** tab on the ribbon at the top.
3. Click **Pictures > This Device**.
4. Select the image file from your computer and click **Insert**.
5. The image will appear inside the email body where your cursor was.

How to Add Attachments in Outlook

1. In the new email window, click the **Attach File** button (paperclip icon) on the ribbon.
2. Select the file(s) you want to send from your computer.
3. The attachments will show below the subject line.